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5 JUN 1980

US REGISTRY

FILE *Reports 13*

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1 FROM:

[Redacted]
Director of Security

SUBJECT: Office of Security Significant Activities
Week of 29 May 1980 (U)

REFERENCE: DDA Administrative Instruction No. 74-5

1. This memorandum is for information only. (U)
2. The activities of the Office of Security during the week of 29 May - 4 June 1980 were highlighted by the following items:

25X1 a. The Deputy Director of Security for Personnel Security and Investigations, the Chief, Clearance Division, a member of the OS Policy and Plans Group and an ODP representative visited FBI Headquarters on 4 June for discussions with the Bureau's Field Office Automation Unit. A detailed exchange of information handling and case load management concepts led to an agreement that the [Redacted] automation planning groups would continue to meet periodically. (U)

b. On 3 June, two individuals of the Information Systems Security Group, accompanied by a member of the Office of Legislative Counsel, met with representatives of the National Security Agency and the Clerk's Office of Official Reporters (House of Representatives) to discuss the security implications of utilizing an automated transcription system for processing Community classified information. Technical issues regarding data processing and Tempest requirements must be resolved prior to determining the feasibility of utilizing this system for classified processing. (U)

c. A meeting with the Office of SIGINT Operations (OSO) was held at the Technical Security Division (TSD) on 3 June with six members of the Office of Security in attendance. An overview of OSO's development program

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d. Representatives of the Office completed a security audit of the Near East Division of the Directorate of Operations. (U)

e. The Office has received approval to implement the security plan designed to provide protection during the construction of the two new Agency leased buildings

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[redacted] During the reporting period, discussions were held regarding plans to staff the Security force with a combination of staff and contract personnel. (U)

f. Two officers of the Overseas Security Support Branch, in conjunction with representatives from another Physical Security Division Branch and the Technical Security Division, furnished briefings to security officials [redacted] on 2 June. (S)

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g. A member of the Safety Group attended the Regional Safety Congress and Expositions on 29 and 30 May in Washington, D.C. The sessions focused on safety programs that work both on and off the job, with more than 35 safety professionals participating. The Congress was held in cooperation with 16 eastern safety councils. (U)

h. On 2 June, the first Industrial Security Officers Training Course was kicked off at the Chamber of Commerce Building with 13 Security Officers from various Office of Security entities in attendance. The course will last through Friday, 6 June. (U)

i. An officer of the Technical Security Division departed on 4 June to attend a meeting with [redacted] security officials to discuss their new Embassy in Moscow. (C)

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j. On 1 June 1980, [redacted] supported the DCI in providing transportation to his commencement speech at Pace University in Tarrytown, New York. This assignment was successfully completed without incident and the DCI was very complimentary of the [redacted] who assisted him. (U)

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